



# Michigan Department of Education

The following are a few reminders for the week of March 10th regarding the Spring 2014 Michigan Merit Examination (MME). **Also, please remember that the deadline to order secure, makeup materials for Days 1 and 2 is this Friday, March 7, 2014 at noon EST.**

TASK/DATE	Test Supervisor (TS)	Test Accommodations Coordinator (TAC)
<b>March 11, 2014 @ 11:59 p.m. EST</b>	<p><b>Deadline</b> to order additional secure, makeup materials for Day 3 via the BAA Secure Site.</p> <p><b>NOTE:</b> <i>Be sure to order any additional non-secure items you will need for makeup testing and material return (answer documents, materials return items, etc.)</i></p>	<p><b>Deadline</b> to order additional secure accommodated Day 3 materials via the BAA Secure Site.</p> <p><b>NOTE:</b> <i>Be sure to order any additional non-secure items you will need for continuing accommodated testing and for material return (answer documents, materials return items, etc.)</i></p>
<b>Accommodated Testing Continues</b>		<ol style="list-style-type: none"><li>1. There is no makeup testing window for accommodated testing because accommodated testing may occur throughout the two-week accommodated testing window (March 4 – March 18 for Day 1, March 5 – March 19 for Day 2, and March 6 – March 20 for Day 3).</li><li>2. After accommodated testing is complete, please ensure each student answer document is completely filled out, including the questions pertaining specifically to accommodations. The specific field or fields that must be completed for students testing with accommodations differs between Days 1, 2, and 3. Please follow the instructions provided in each day's test administration/supervisor manual for students testing with accommodations, the Day 1</li></ol>

		Answer Document Supplement (blue), and the Day 2 Answer Document Supplement (golden rod).
<b>MME Makeup Testing Materials Shipments</b>	<p>Makeup materials will be shipped to the Test Supervisor and will begin arriving in schools the week of March 10.</p> <p>Materials for Day 1 and 2 makeup testing will be received no later than March 13.</p> <p>Materials for Day 3 makeup testing will be received no later than March 17.</p>	
<b>Preparing for Makeup Testing</b>	<ol style="list-style-type: none"> <li>1. Students who did not use their pre-gridded answer document during initial testing MAY use the answer document during makeup testing.</li> <li>2. As in initial testing, all student answer documents must be pre-gridded BEFORE the makeup test date or the student is NOT permitted to test.</li> <li>3. Distribute student reminders for makeup testing, including dates, times, and locations.</li> </ol>	
<b>Prohibited Behavior Reminder</b>	If a student engaged in prohibited behavior during Day 1, 2, or 3 of initial testing, that student is NOT permitted to test during makeup testing. Students dismissed from any MME test session for prohibited behavior during their junior year may retest in grade 12.	

If you have questions, please email [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378 and select option 3 for MME.